

Job Description

Position Title: Area Relationship Coordinator	Reports to: The new position of Ministry and Mission Coordinator.
Hours per week: Anticipate eight (8) hours per week on average	Form of Employment: Employment at Will
Travel: Regional travel by automobile	Effective Date: October, 2020

POSITION OVERVIEW: The Area Relationship Coordinator will promote communication, coordinate mission and foster relationships among churches, Teaching Elders, Commissioned Ruling Elders, CREs and the Presbytery in an assigned geographic area. The two key strategic issues being addresses through this work are

- Fostering a sense of belonging and unity within the whole Presbytery.
- Nurturing congregations and elders to their full potential.

DEFINITIONS:

- **“Pastor”:** A Teaching Elder member or CRE with commission in the Presbytery.

PRINCIPAL RESPONSIBILITIES (The conceptual framework for the job):

- Build connectional links among churches and Pastors to reestablish a sense of community within the Presbytery.
- Serve as the primary support for Pastors and their families providing primary pastoral care.
- Become familiar with congregations/organizations served by Pastors and act as a primary conduit for sharing information from the Presbytery to them and from them to the Presbytery.
- Help conceptualize, plan and implement fellowship activities/friendship building among assigned Pastors and churches in ways they want.
- Identify potential issues developing within member congregations and identify/introduce resources (Presbytery and other) as appropriate.

DUTIES AND ACTIVITIES (The day-to-day focus for the job):

- Be present with Presbytery members and congregations (in person, by email and by phone) and listen to them – hearing their suggestions, issues and hopes and assuring that Presbytery leaders know what they think and take action as necessary.
- Become familiar with Presbytery policies and procedures.

- Assist when Presbytery members are in crisis – counseling and connecting them to resources.
- Prepare weekly activity plans for how they will carry out their duties.
- Help redefine the above duties to make them more effective.

SUPERVISION: The Ministry and Mission Coordinator will supervise the ARC by:

- **Communicating Frequently:** At least weekly and more often if required.
- **Meetings** – Face to face monthly meetings ordinarily with other ARC's and the RCD.
- **Providing Direction and Support-** Provide feedback and suggestions regarding weekly activity plans.

QUALIFICATION & SKILLS - Candidates must be/have:

- **Teaching Elders:** Candidates must be a Teaching Elder member of the Presbytery.
- **Counseling Skills:** Formal training and experience dealing with small and large issues among the churches and Pastors they support.
- **Communication Skills:** Structured listening skills (empathy) and able to speak and write with clarity, compassion and authority.
- **Planning and Organizational Skills:** Demonstrated ability to plan and execute a broad array of interactions energetically, creatively, flexibly, effectively and efficiently.